

Report for Week Ending 9 May 1956
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 5-67 - DD/S Reports Survey

Actions taken to date, based on recommendations developed during the survey, will reduce reporting workloads in the Office of Personnel by an estimated 1,664 man hours annually, and in the Office of Logistics by 3,970 hours. Progress continues on other sub-projects. Project is now 55% complete.

Project 6-13 - Dispatch Format and Procedure

Proof copies of the new dispatch forms have been returned to Forms Management Branch. Procurement specifications are being prepared.

Project 6-22 - DD/I Reports Survey

No change in project status pending a meeting with the Assistant to DD/I (Administration) to discuss results of the survey.

Project 6-35 - Survey of Procurement Division Contract Files

Presented to the Chief, Procurement Division, recommendations to: (1) Reduce the number of filing cabinets in the Administration and Control Staff file room; (2) improve the charge-out system of the file room; (3) establish standards for the uniform filing of material in the contract folders; and (4) reduce the workload of the file clerk. All recommendations were accepted. They will be presented to Contract Branch personnel at a meeting in the near future. The agenda for this meeting and the material to be reviewed by those attending is being prepared for Mr. [redacted]. In the interim, the Chief, Administration and Control Staff is taking action to remove inactive and semi-active material from the file room. Project is now 40% complete.

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General Information

Evaluated the advantages of a protective overlay film for typing, stencils, and recommended to the Chief, Supply Division, that it be stocked for headquarters and overseas use. The film can be used with any stencil to produce better copy, prevent the cutting out of letters, and eliminate type fill. Its dull finish reduces the glare that reflects from the glossy coating of a stencil.

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